Enrollment Pool Procedures

Transfers Out of the Enrollment Pool to a Requesting School

The school requesting additional devices will contact the MLTI office. The MLTI office will send an email to both the requesting school and the Enrollment Pool to acknowledge approval of the transfer.

The Enrollment Pool will be asked to:
- Confirm that devices are in good working order.
- Include appropriate accessories and cases for each device.
- Provide one external keyboard for every seven (7) iPad seats (if available).
- Provide one Apple TV for every fifteen (15) iPad seats (if available).
- Transfer each device in the Asset Manager from the Enrollment Pool to the requesting school.

The requesting school will be asked to:
- Contact the Enrollment Pool to arrange a mutually convenient time to come and pick up the devices.
- Confirm that devices are in good working order, and have all accessories and cases.
- Accept the device transfer in their Asset Manager.

The Enrollment Pool should wait for email confirmation from the MLTI Project Office before initiating any transfers.

Transfers In from a Returning School with Surplus Devices

When a school has extra devices they should contact the The MLTI office who will send an email to the returning school and the Enrollment Pool confirming the number of devices to be returned. The email will also provide contact information for all parties.

The Returning school will be asked to:
- Confirm that devices are in good working order.
- Include appropriate accessories and cases for each device.
- Contact the Enrollment Pool to arrange a mutual convenient time to drop off the devices.
- Transfer each device in the Asset Manager from their school to the Enrollment Pool school.

The Enrollment Pool school will be asked to:
- Confirm the number of devices received.
- Confirm that devices are in good working order, and have all accessories and cases.
- Dispatch devices to the Depot for repairs as needed.
- Accept the device transfer in their Asset Manager.